



March 12, 2025

«Customer_Name»

«ServiceAddress»

«City_State_Zip»

RE: Water Meter Obstruction Removal

Dear customer,

During a recent inspection of the water meter that serves your property, we observed an obstruction (see attached photo) that prevents access to the meter owned and maintained by Menlo Park Municipal Water. It is important that Menlo Park Municipal Water is provided with safe conditions and continuous access to the water meter box, particularly in the event of an emergency such as a water leak. Pursuant to Chapter 13.18 of the Menlo Park Municipal Code, when required by the City, any person with facilities in the public right-of-way shall relocate or remove the facility, upon written notice from and by a time specified by the Director of Public Works. The Municipal Code can be found online at <https://www.codepublishing.com/CA/MenloPark/>

Notice is hereby given that you, as the property owner, are required to relocate or remove the obstruction within six weeks of receipt of this letter. **Homeowners are required to clear a two-foot area around all sides of the meter box and maintain a six-foot clearance above it.**

Please note that the property owner shall be responsible for ensuring that the water meter and any other water system components are not damaged in the process. If you do not initiate the process to perform this work, the City may perform the work. As such, expenses incurred by the City would be billed to you.

We thank you for your understanding and important action on this matter. If you have any questions please contact water@menlopark.gov or call 650-330-6750.

Si necesita hablar con alguien español, favor de llamar 650-330-6750.

Sincerely,

Azalea Mitch
Public Works Director